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220-10 Management of Information Technology

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Course Syllabus

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INFO 220: Management of Information Technology

Instructor: Dr. (Ari) Thilini Ariyachandra

Phone: 513-745-3379 (Please leave vmail with call back number or email address if I do not answer)

E-mail: ariyachandrat@xavier.edu (Please include “INFO 220-Section 10” in the subject line) <- The BEST way to contact me.

Office Hours: by appointment.

Office: Smith 206

Mission of the Williams College of Business

“We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition”.

DESCRIPTION: This course will enable students to become proficient at using software to solve business problems.

Prerequisite: INFO120

Upon successfully completing INFO 220, you should be able to:

1. To develop spreadsheet applications to analyze data and solve business problems.
2. To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.
3. To develop skills in various business productivity software.
4. To critically examine business and ethical issues related to the impact of technology on organizations and society.

In so doing, the course reinforces WCB Learning Goals and Objectives:

- Collect, evaluate and synthesize information to offer solutions and support decision making.
- Make effective presentations, accompanied by the appropriate technology, demonstrating their ability to organize and communicate ideas clearly and professionally, both individually and in teams.
- Evaluate business problems from an information systems point of view, including diverse business functions, competition and external environment (social, political, economic, and environmental).
- Recognize ethical issues and their implications on personal and business decisions.

These objectives are met through a combination of class discussions, readings, lab sessions, projects, and hands-on exercises.

BACKGROUND REQUIREMENTS

Prerequisites (INFO120): It is assumed that students have a working knowledge of basic Internet, Windows, Excel, Word, and Powerpoint skills. Students are expected to have all Excel skills learned in INFO120.

TEXT: Required books will be available on the Safari e-books resource by logging into Xavier's library. Students may choose to purchase these books from Amazon or other book sites.

1. [Microsoft® Excel® 2010 Inside Out by Mark Dodge and Craig Stinson](#). ISBN: 0-7356-2688-X

2. [Microsoft® Access® 2010 Inside Out By: Jeff Conrad and John Viescas I \(Links to an external site.\)](#)ISBN: 0-7356-2685-5

3. Various (free) web pages and videos will be linked from the course home page as reference for additional topics.

EVALUATION

Assignments	Grade %
Excel Assignments	15%
Access Assignments	15%
Other Assignments (Quickbooks, etc...)	25%

Skills Tests	20%
Final Project	15%
Attendance and Participation (In class assignments)	10%



CLASS POLICIES

- **Due Dates:** Assignments are to be submitted by the due date. Late assignments will not be accepted and there will be no makeup assignments offered. It is the students responsibility to keep track of all due dates.
- **Academic Dishonesty:** INFO 220 has a zero tolerance for academic dishonesty. If two files are deemed to be partially copied from another student, both students will receive a score of zero for that assignment. A second infraction will result in an F grade for the course.
- **Attendance & Participation:** Students are expected to attend all class sessions on time & complete assignments. You are responsible for any material covered, amendments to the syllabus, or announcements made in class, whether you are present or not. Please check with your class/team mates about missed assignments & notes. If you plan to be absent for more than 3 class sessions please drop the course as your overall course grade will be reduced by a letter grade. Attendance less than 80% will reduce the overall grade to an F. All students are expected to be present in class on time. Late attendance will count as a partial absence. “A” students must attend all classes and actively provide thoughtful, relevant comments to class discussions.

Please note: *Using computers, mobile phones or laptops for personal use (e.g., email) will be grounds for reduction of your overall participation grade. The participation grade will be reduced by one percentage point for each instance of computer/mobile phone use for any activity outside of class work. Your participation grade will be available to you at the end of the semester. Please do not be surprised if you receive a zero for participation at the end of the course if you violate this policy.*

- **Disability Services:** It is my goal that this class be an accessible and welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact me to arrange an appointment to share your Accommodation Letters from Disability Services and to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting Cassandra Jones, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at jonesc20@xavier.edu as soon as possible as accommodations are not retroactive.

Grade Distribution

93 – 100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
73-76.9	C
70-72.9	C-
67-69.9	D+
60-66.9	D
Below 60	F

Date	Details
	Introductions - Hello Everyone! :-) due by 11:59am
Mon May 9, 2016	Excel 1 due by 1pm
	Excel 2 due by 1pm
	FedEx due by 1pm
	Excel 3 due by 1pm
Tue May 10, 2016	Excel 4 due by 1pm
	Tableau1 due by 1:59pm
	Excel Assignment 1 Review due by 11:59pm
	Excel 5 due by 1pm
Wed May 11, 2016	Excel 6 due by 1pm
	Tableau 2 due by 1pm
	Excel Assignment 2 - Pivot Tables due by 11:59pm
	Access 1 due by 1pm
Thu May 12, 2016	Access 3 - Demo due by 11:59pm
	Access 2 due by 1pm
	Access 4 due by 1pm
	Excel Assignment 3 Macros due by 11:59pm
Fri May 13, 2016	Final Project Part One due by 11:59pm
	Ethics Project due by 9am
	Access Assignment 1 due by 11:59pm
	Excel 7 due by 1pm
Mon May 16, 2016	Excel 8 due by 1pm
	Access Assignment 2 due by 11:59pm
Tue May 17, 2016	Access Assignment 2 due by 11:59pm
Wed May 18, 2016	Excel Assignment 4 Solver due by 11pm

Date	Details
Thu May 19, 2016	Skills test review due by 11:59pm
	Access Skills Test Review/testdate due by 11:59pm
	Excel Skills Test Review/test date due by 11:59pm
Fri May 20, 2016	Final Project due by 1pm
	Final Project Presentation due by 1pm